

IGF 2017 Workshop Proposal Template

[The below is a template for interested individuals and organizations to start gathering the required information for a workshop proposal. It is not for submissions, which will only be accepted electronically. The formal electronic submission form, containing fields/questions identical to those in this form, will be made available in **early April 2017**.]

I. Session Title

II. Session Format

III. Proposer

Primary Proposal Contact Information (please provide following information for the primary contact for managing the workshop proposal and any contact with the IGF Secretariat for informational purposes)

Gender

Family Name

Given Name

City of Residence

Country of Residence

Nationality

E-mail

Stakeholder Group

Note: "Government" means "Representatives of Governments". "Intergovernmental Organizations" means "Representatives of treaty based organizations".

Organization

Country where Organization is based

IV. Backup Contact / Co-proposer

Secondary Proposal Contact Information (please provide following information for the “backup” contact for managing the proposal and any contact with the IGF Secretariat for informational purposes).

Gender

Family Name

Given Name

E-mail

Stakeholder Group

"Government" means "Representatives of Governments". "Intergovernmental Organizations" means "Representatives of treaty based organizations".

Organization

Country

V. Organizers

Co-organizers

Please provide the following information for each workshop co-organizer (co-organizers typically manage the content, speakers, planning for the workshop; can also be the same as Proposal Contact person(s). Recommend two or more co-organizers).

Title, First Name, Last Name, Stakeholder Group, Organizational affiliation

Examples:

Ms., Donna, NGUYEN, Technical Community, ICANN

Mr., Leonardo, JAMES, Private Sector, Yahoo

VI. Speakers

Please note that the MAG would like to see that at least three of your intended speakers have been contacted about their prospective participation in this session and have indicated their interest in doing so. The provisional confirmation of three speakers is required for your proposal to be considered complete and eligible for evaluation. A provisionally confirmed speaker is defined as “a speaker who has been contacted, and expressed interest and intent to participate”.

Please provide information for speakers as follows:

Gender

First Name

Last Name

City of Residence

Country of Residence

Stakeholder Group

Regional Group

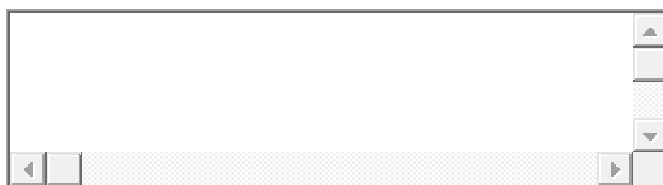
Primary Professional Affiliation

Secondary Professional Affiliation

Specialty/Field

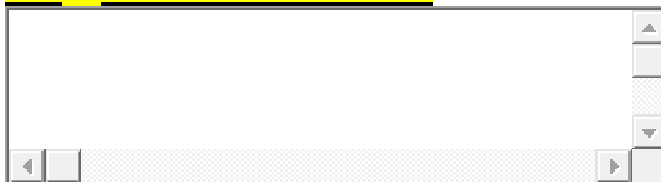
Email

Speaker Bio



☐ Please tick the box to indicate, “I have contacted this speaker and they have expressed preliminary interest in participating.”

VII. Relevance of the Session



Please provide a concise description of the Internet Governance issue that your session will explore, its relevant to Internet governance broadly, and its relevance to the IGF main theme for 2017: “Shape Your Digital Future!”

VIII. Content of the Session

Please provide an abstract for the session, including a description of the intended agenda for the session, the issues that will be discussed, and the way the session format will be used to address them.

IX. Tags

Please select from a [menu of tags](#) or write in your own.

Tag 1

Tag 2

Tag 3

X. Interventions

Please describe how you will use your speakers and how their views/perspectives/expertise will be included in the session.

XI. Diversity

Please describe how you will reflect the diversity required in the IGF in your session. The areas of diversity requirements include gender, geography, stakeholder group, youth, persons with disabilities, and policy perspectives. MAG evaluators will also note if speakers and/or organizers are from developing countries and/or if they are first-time IGF session speakers/organizers. (Further details [‘MAG Workshop Review & Evaluation’](#) outline)

XII. Onsite Moderator

Please write the name of the Onsite Moderator.

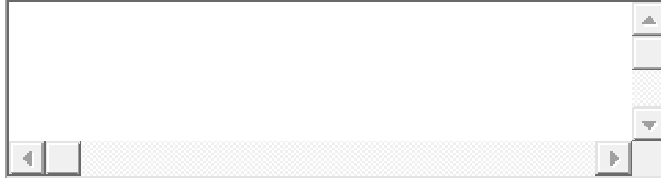
XIII. Online Moderator

Please write the name of the Online Moderator.

XIV. Rapporteur

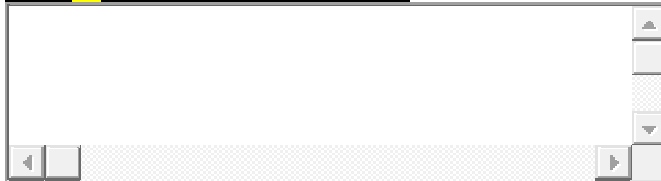
Please write the name of the Rapporteur. The purpose of the rapporteur is to observe the session and synthesize the discussion into a [standard report format](#).

XV. Online Participation

A large rectangular text area with a light gray border. On the right side, there are three small square buttons stacked vertically. On the bottom left, there are two small square buttons. On the bottom right, there is a small square button with a right-pointing arrow.

Describe your plan for online participation.

XVI. Discussion Facilitation

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Describe how you plan to facilitate discussion amongst speakers, audience members, and online participation, including how your intended session format applies.

XVII. Past IGF Participation

Have you or any of your co-organizers, organized an IGF session before?

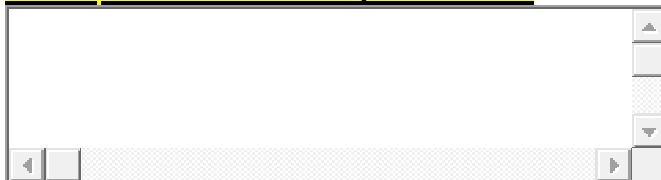
- ☐ No
- ☐ Yes

If yes, please provide a link to the required session report:

Report Link

A rectangular text input field with a light gray border.

XVIII. Sustainable Development Goals

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If your workshop proposal is based upon one or more of the UN Sustainable Development Goals, please indicate which numbers here. Note that this information is voluntary and collected for programming purposes only; this item has no bearing on the MAG's evaluation of your workshop proposal.

XIX. Additional Information

If you would like to incorporate content/speakers related to the IGF's intercessional work or the National and Regional Initiatives (NRIs), please indicate which of the following would be of interest. To the extent possible, the MAG will provide contacts for your outreach to pertinent points of contact.

☐ [Best Practice Forums](#)

Please list one or more.

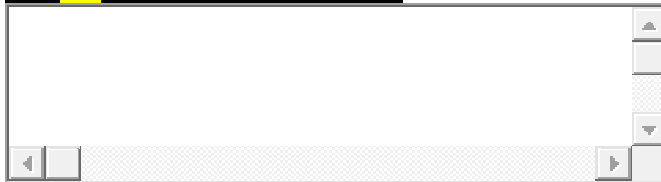
☐ [Dynamic Coalitions](#)

Please list one or more.

☐ [National and Regional Initiatives](#)

Please list one or more.

XX. Additional Comments



Please explain above if you would like to have contact facilitated with international organizations or subject matter experts (in particular those based in Geneva, the host city for the IGF) who could contribute to your workshop.

XXI. Additional Background Paper

Upload

Files must be less than **2 MB**.

Allowed file types: **gif jpg jpeg png txt pdf**.

XX. Additional Reference Document Link